

# Faculty and Staff Email Policy

Revised March 2009

## 1.0 Purpose

The purpose of this policy is to describe the appropriate use of University email accounts and facilities, associated responsibilities, and rights of all Mount faculty and staff (hereinafter referred to as 'Users').

## 2.0 Scope

This email policy covers all uses of University email facilities. By using the email facilities Users consent to all provisions of this policy and agree to comply with all of the terms and conditions set forth herein, all other applicable University policies, regulations, and procedures, and with applicable local, provincial, and federal laws and regulations.

## 3.0 Official Email

The University assigned email account shall be the means of communications for official University correspondence via email. All account holders must adhere to the 'Regulations Governing Computer Use'<sup>1</sup>. The use of the University email account will indicate acceptance of this policy. Users are responsible for notifying IT&S of any email that they personally believe to be inappropriate. Users who choose to forward mail from their University email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

## 4.0 Accounts

### 4.1 Faculty Accounts

Faculty e-mail accounts are available for full and part time Faculty and professors Emeriti. Email accounts are created when the faculty's information is entered into the University's HR system. The email naming convention for faculty is: [firstname.lastname@msvu.ca](mailto:firstname.lastname@msvu.ca). In the case of a duplicate email address, the second email address will have a sequential numeric value appended to the lastname: [firstname.lastname1@msvu.ca](mailto:firstname.lastname1@msvu.ca).

When a faculty member leaves the employ of the University, the email account will revert to the University. The email account of a faculty member leaving the University will be deleted.

When a faculty member retires the email account will be deleted after 90 days of their retirement date unless the faculty member has been granted the title Professor Emeritus. Professors Emeriti are allowed the same privileges and quotas as active faculty.

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<sup>1</sup> <http://intranet.msvu.ca/it&s/policies.htm>

## 4.2 Staff Accounts

Email accounts are available for all full-time, part-time, and term staff. Staff email accounts are created when the employee's information is entered into the University's HR system. The email naming convention for staff is [firstname.lastname@msvu.ca](mailto:firstname.lastname@msvu.ca). In the case of a duplicate email address, the second email address will have a sequential numeric value appended to the lastname: [firstname.lastname1@msvu.ca](mailto:firstname.lastname1@msvu.ca).

When a staff member leaves the employ of the University, the email account will revert to the University. IT&S will forward the account to a designate upon written request from the account holder's supervisor. If a supervisor has not requested that IT&S retain a specific account after an employee leaves the University, the account will be deleted.

## 4.3 Exception Accounts

The University reserves the right to grant email privileges to persons who do not fall into any of the email account categories. These accounts will be activated upon consent from the Director of IT&S.

## 5.0 Access and Disclosure

The University encourages the use of electronic mail and respects the privacy of its Users. However the University cannot assure the privacy or the confidentiality of an email account holder's use of electronic mail due to the nature and technology of electronic communication. The University does not routinely inspect, monitor, or disclose electronic mail without the email account holder's consent.

A user's reasonable expectation of privacy is subject to the University's right to access email, including those deleted by the account holder but which may not yet have been deleted centrally, where there is determined to be a business need. This need may include a request under the Freedom of Information Protection of Privacy Act (FOIPOP), or to recover evidence during an investigation of misconduct and managing actual or potential criminal or civil litigation in which the University is or may become a party. Users should be aware that the University maintains archives of deleted electronic mail. The same reasonable expectation of privacy applies to archived electronic mail. When a request is received under FOIPOP, or by subpoena, existing records are included and must not be deleted.

Wherever practical, Users will be notified promptly when their e-mail records have been accessed.

Situations where the University may permit the inspection, monitoring, or disclosure of electronic mail without the consent of the user are when there is a reason to believe that:

- a) federal or provincial laws are being violated or have been violated,
- b) failure to access and/or disclose could result in bodily harm, property loss or damage, liability to the University or members of the University community,

When a User is unavailable for a significant period of time and is in possession of information required by the University to meet administrative or academic obligations, the University may permit the inspection, monitoring, or disclosure of electronic mail without the consent of the user. In such cases, a written request must be sent to the appropriate Vice-President for review and access authorization.

## **6.0 Abuse of Account**

The Regulations Governing Computer Use, University policies and the current federal and provincial legal standards apply to all accounts, and account holders. Under authorization from the appropriate University authority, IT&S staff, in order to investigate complaints, can disable an email account that is suspected of violating either university policy, or federal or provincial legal standards.

Users of University email facilities whose actions violate the current legal standards, this policy or any other University policy or regulation may be subject to revocation or limitation of email privileges, as well as other disciplinary actions or may be referred to appropriate external authorities.

### Examples of abuse of email

- a) Commercial advertisement, solicitations, or promotions
- b) Delivery or execution of destructive programs such as viruses
- c) Sending copies of documents in violation of copyright laws
- d) Use of email to harass, intimidate, defame or discriminate against others or to interfere with the ability of others to conduct University business
- e) Use of email for any purpose restricted or prohibited by federal and provincial laws and regulations or University policies or regulations
- f) Constructing an email communication so it appears to be from someone else
- g) Unauthorized access to electronic mail or breach of any security measures on electronic mail systems or unauthorized interception of any electronic mail transmission
- h) Sending unauthorized mass mailings, the continuation of pyramid or chain letters or other forms of communication whose nature is to cause excessive amounts of data to be transmitted
- i) Use of email that misrepresents the sender as an authorized representative of Mount Saint Vincent University

## **7.0 Inactive Accounts**

User email accounts that have not been used for a period of 12 months will be disabled unless arrangements have been made with IT&S to keep the email account for a defined period. It is the responsibility of the account holder or his/her supervisor to notify IT&S when an email account is to be temporarily disabled due to maternity leave, sabbatical or illness. IT&S will review disabled accounts annually to ensure that the account status is correct. The email account holder or their supervisor must contact IT&S to reactivate an email account upon return to work. An account that has been inactive for a period of 2 years will be deleted, unless arrangements have been made with IT&S to keep the email account for a defined period.

## **8.0 Backup and Disposition**

Electronic communications systems are backed up on a routine basis to protect system reliability and integrity, and to prevent potential loss of data. Further detail may be found by referencing the University Backup and Retention Policy. Storage of electronic communications systems that are able to be retrieved remain subject to disclosure under FOIPOP or, in litigation, as the result of the discovery process.

It is technically not possible to assure the longevity of electronic communication records. Therefore, users should exercise caution when relying on email as a means to maintain a lasting record.